

### 1.1.1 PAI Main Page

The PAI main page displays all the information needed to manage and complete the Personnel Asset Inventory for each UIC. The areas include: Procedures, UIC Listing and Reports, Updating Muster Dates, Uploading AAA-162, etc. All areas are accessible by AKO authentication and do not required registration to the website. The UIC input pages are accessible by registration only. Support for the PAI is through the SRDC Helpdesk.

**SRDC-Alexandria**  
*Army-Wide Personnel Asset Inventory (PAI)*

The FY07 Army-Wide PAI will begin during the month of April. All Active Component and Mobilized/Federalized Reserve Component units will conduct PAI muster formations during this period. Unit S1s will conduct pre-PAI actions to include reconciling all AAA-162s (Personnel Accountability Reports) and submitting required updates to eMILPO prior to the PAI start date. PAS Chiefs and unit S1s will reconcile all AAA-162s and PAS Chiefs will validate UIC Completion. In an effort to help you prepare for this event, report tools UIC Listing and DTAS SSN lists will be posted. These reports will allow on-going 'preventive maintenance checks' against UICs registered to your PPA, and the number of records that appear ASGN/ATCH in eMILPO for each UIC.

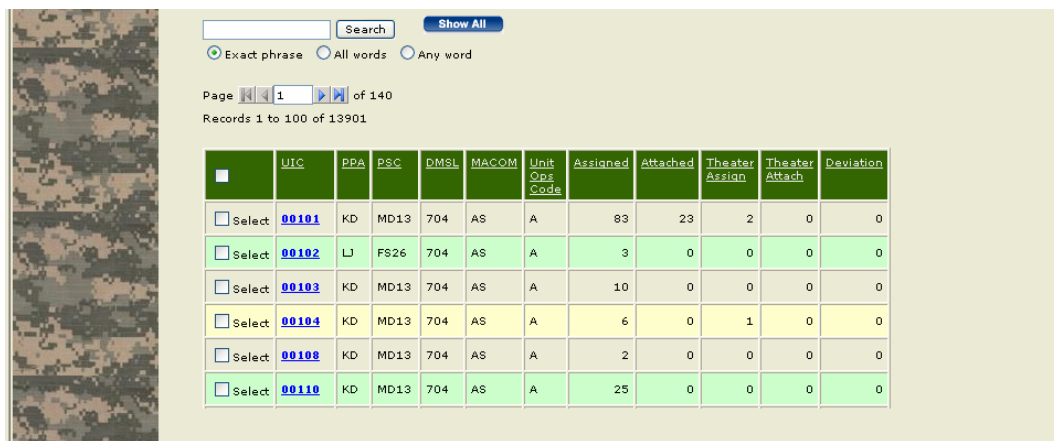
**PAI Tasks**

- Weekly verification that all UICs are properly registered. Submit any ORG Table corrections as soon as possible
- Have units regularly run AAA-162 or Datastore PAI Reports and confirm that every SSN shown is still 'ASGN/ATCH' to the UIC
- Report UICs with 'blank' reports to [paihelp@conus.army.mil](mailto:paihelp@conus.army.mil) with an attached Alpha Roster for corrective action and research
- Ensure necessary eMILPO/PASS-R transactions are submitted to reconcile AAA-162s/PAI Reports with soldiers 'ASGN/ATCH'
- Continue to work ePAI-Deviation Report discrepancies on a regular basis

**Note:** Due to varying security requirements, mobilized units must also review and adhere to policies and guidance within their

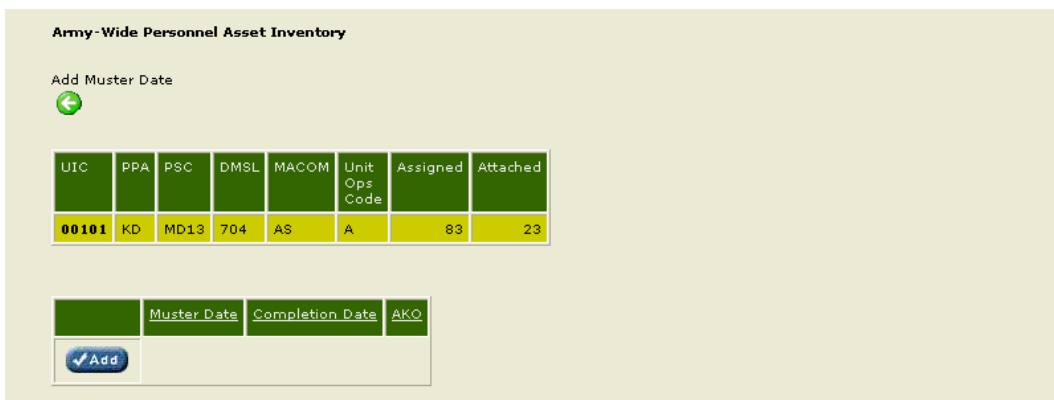
### 1.1.2 Muster Date Main Menu

Once a user has been granted access, the user will be able to log in and see the screen below. This screen shows all the UICs that are in “pending” status or those without a muster completion date. The user can sort by the column headers. You can also isolate the display to a certain search criteria. Click “Show all” to remove the search filter.



	UIC	PPA	PSC	DMSL	MACOM	Unit Ops Code	Assigned	Attached	Theater Assign	Theater Attach	Deviation
<input type="checkbox"/> Select	<a href="#">00101</a>	KD	MD13	704	AS	A	83	23	2	0	0
<input type="checkbox"/> Select	<a href="#">00102</a>	LJ	FS26	704	AS	A	3	0	0	0	0
<input type="checkbox"/> Select	<a href="#">00103</a>	KD	MD13	704	AS	A	10	0	0	0	0
<input type="checkbox"/> Select	<a href="#">00104</a>	KD	MD13	704	AS	A	6	0	1	0	0
<input type="checkbox"/> Select	<a href="#">00108</a>	KD	MD13	704	AS	A	2	0	0	0	0
<input type="checkbox"/> Select	<a href="#">00110</a>	KD	MD13	704	AS	A	25	0	0	0	0

Clicking the UIC will allow the user to enter a Muster Date for that particular UIC and take him or her to the below screen.



**Army-Wide Personnel Asset Inventory**

Add Muster Date

UIC	PPA	PSC	DMSL	MACOM	Unit Ops Code	Assigned	Attached
00101	KD	MD13	704	AS	A	83	23

	Muster Date	Completion Date	AKO
<input type="button" value="Add"/>			

At the Add Muster Date screen, click the Add button.

You may hand type or click the calendar icon to select a date the muster was conducted.

**NOTE:**

- **The Muster Date is the date a unit held the PAI formation.**
- **The Completion Date is automatically set to the date that the Muster Date is entered into the web-site.**

**Therefore, a user should not be entering muster dates until they have verified the information, the AAA-162, and feels that unit has completed ALL Army-Wide PAI requirements.**

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Army-Wide Personnel Asset Inventory

Add Muster Date

UIC	PPA	PSC	DMSL	MACOM	Unit Ops Code	Assigned	Attached
00102	LJ	FS26	704	AS	A	3	0

Muster Date	Completion Date	AKO

April 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Today is Wed, 4 Apr 2007

After typing or selecting the muster date, click “Update” and the completion date will be entered along with the AKO of the user entering the information.

You will see the “Update Record Successful” notice and the new data on the screen. The UIC will also be tagged as complete and removed from the Pending UIC work list.

Army-Wide Personnel Asset Inventory

Add Muster Date

UIC	PPA	PSC	DMSL	MACOM	Unit Ops Code	Assigned	Attached
00101	KD	MD13	704	AS	A	83	23

Update Record Successful

Muster Date	Completion Date	AKO	
	2007/4/4	2007/4/4	gary.w.tanner

### 1.1.3 Muster Date Multiple Selection

You can also add muster dates for more than one UIC at a time. Click the “Select” box for all the UICs that held a Muster formation on the same day and have been verified completed on the same day. You can also select ALL the UICs by clicking the select all box.

Once the UICs have been selected, click the Add Date button to enter the UIC Add Muster Date screen.


<input type="checkbox"/> Select	06FAA	MB	TD21	THQ	JA	A	16	1	0	0	0
<input checked="" type="checkbox"/> Select	06H01	KA	SA01	FAO	SJ	A	1	0	0	0	0
<input checked="" type="checkbox"/> Select	06H02	KA	SA01	FAO	SJ	A	6	0	0	0	0
<input checked="" type="checkbox"/> Select	06H03	KA	SA01	FAO	SJ	A	1	0	0	0	0
<input checked="" type="checkbox"/> Select	06H04	KA	SA01	FAO	SJ	A	15	0	0	0	0
<input checked="" type="checkbox"/> Select	06H06	KA	SA01	FAO	SJ	A	4	0	0	0	0
<input checked="" type="checkbox"/> Select	06HAA	KA	SA01	FAO	SJ	A	1	0	0	0	0
<input type="checkbox"/> Select	06MA1	KJ	TD02	ASB	TA	A	42	8	0	0	0
<input type="checkbox"/> Select	06MT1	KJ	TD02	ASB	TA	A	4	0	0	0	0
<input type="checkbox"/> Select	06N02	KD	MD13	1XB	SB	A	9	0	1	0	0
<input type="checkbox"/> Select	06N03	NB	TD06	1XB	SB	A	3	0	0	0	0
<input type="checkbox"/> Select	06N04	KB	FS15	1XB	SB	A	3	0	1	0	0

Add Date


The screen is almost the same as the individual UIC Add Muster Date, but simply shows all the UICs you selected. The procedure is the same as before.


**Army-Wide Personnel Asset Inventory**

Update Selected Units



UIC	PPA	PSC	DMSL	MACOM	Unit Ops Code	Assigned	Attached
06H01	KA	SA01	FAO	SJ	A	1	0
06H02	KA	SA01	FAO	SJ	A	6	0
06H03	KA	SA01	FAO	SJ	A	1	0
06H04	KA	SA01	FAO	SJ	A	15	0
06H06	KA	SA01	FAO	SJ	A	4	0
06HAA	KA	SA01	FAO	SJ	A	1	0

 Update

 April 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Clicking Update will display the remark, “Selections Updated” and automatically return you to the Pending UIC list. The same actions of a Completion Date, AKO ID, and Completed “tag” entry are made for all the UICs.

HOME | ABOUT US | CONTACT | ACTIVE | RESERVE | SIDS | MY RECORD | SEARCH | LOG OUT

### Amy-Wide Personnel Asset Inventory

UIC Muster Date Add  
Welcome Gary Tanner  
Your Current Level is: HRC  
Your Edit Filter is: HRC

☒ Exact phrase ☐ All words ☐ Any word

**Selections Updated**

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Records 1 to 100 of 13894

	UIC	PPA	PSC	DMSL	MACOM	Unit Ops Code	Assigned	Attached	Theater Assign	Theater Attach	Deviation
<input type="checkbox"/> Select	<a href="#">00102</a>	LJ	FS26	704	AS	A	3	0	0	0	0
<input type="checkbox"/> Select	<a href="#">00103</a>	KD	MD13	704	AS	A	10	0	0	0	0
<input type="checkbox"/> Select	<a href="#">00104</a>	KD	MD13	704	AS	A	6	0	1	0	0
<input type="checkbox"/> Select	<a href="#">00108</a>	KD	MD13	704	AS	A	2	0	0	0	0
<input type="checkbox"/> Select	<a href="#">00110</a>	KD	MD13	704	AS	A	25	0	0	0	0

### 1.1.4 Muster Date Removal (Reset)

In the event a user feels they need to redo the UIC Muster Dates, they have the ability to remove the “Completed” tag and put the UIC back on the Pending page.

Simply click the Select box for all the UICs you want to remove the Muster Dates and click the Reset UIC button.

HOME | ABOUT US | CONTACT | ACTIVE | RESERVE | SRDC | MY RECORD | SEARCH | LOG OUT

Select	UIC	PPA	PSC	DMSL	MACOM	Unit Ops Code	Assigned	Attached	Theater Assigned	Theater Attached	Deviation
<input type="checkbox"/>	07V03	LM	TD17	MVL	CE	A	0	0	0	0	0
<input type="checkbox"/>	07V05	LM	EN03	MVR	CE	A	0	0	0	0	0
<input checked="" type="checkbox"/>	07V06	LM	EN03	MVP	CE	A	0	0	0	0	0
<input checked="" type="checkbox"/>	07V07	LM	EN03	MVD	CE	A	0	0	0	0	0
<input checked="" type="checkbox"/>	07V08	LM	EN03	MVD	CE	A	0	0	0	0	0
<input checked="" type="checkbox"/>	07VAA	LM	EN03	MVD	CE	A	0	0	0	0	0
<input checked="" type="checkbox"/>	08Q01	1D	EU04	RME	MC	A	0	0	0	0	0
<input checked="" type="checkbox"/>	08RA1	ND	FS06	RMW	MC	A	0	0	0	0	0
<input type="checkbox"/>	090AA	KG	TD11	MAE	JA	A	0	0	0	0	0
<input type="checkbox"/>	091AA	KD	MD13	MAE	JA	A	0	0	0	0	0
<input type="checkbox"/>	09201	1D	EU35	EHQ	JA	A	0	0	0	0	0
<input type="checkbox"/>	09203	1D	EU07	EHQ	JA	A	0	0	0	0	0

Reset UIC

You will see the notice; “Selections Reset” and the Muster Date and Completion Date will be removed. The AKO of the user who reset the UIC will be annotated and the UIC will move to the Pending UIC list.

**Army-Wide Personnel Asset Inventory**

UIC Muster Date Reset  
Welcome Gary Tanner  
Your Current Level is: HRC  
Your Edit Filter is: HRC

☒ Exact phrase ☐ All words ☐ Any word

**Selections Reset**

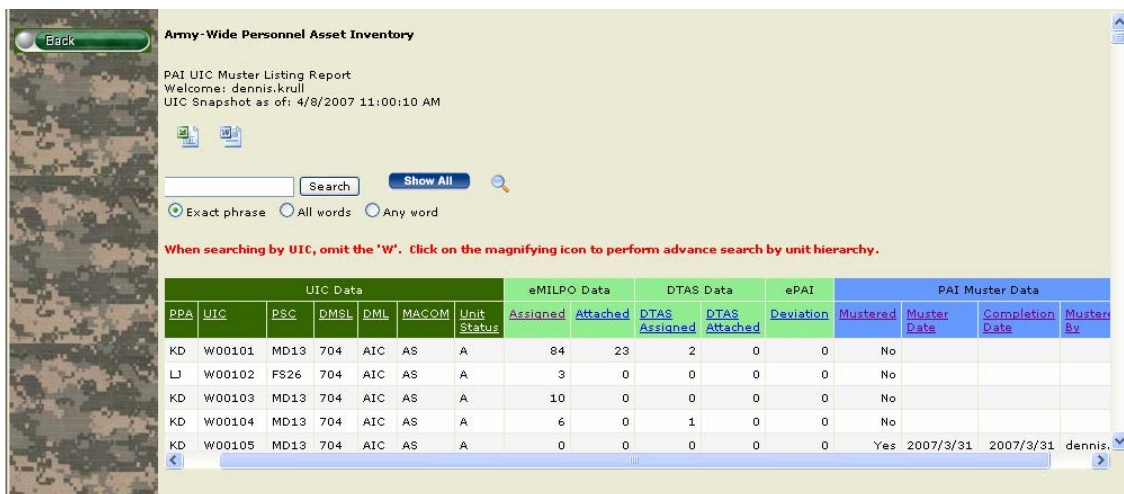
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	UIC	PPA	PSC	DMSL	MACOM	Unit Ops Code	Assigned	Attached	Theater Assigned	Theater Attached	Deviation
<input type="checkbox"/>	05J06	KW	MC04	77I	MC	A	0	0	0	0	0
<input type="checkbox"/>	05J07	KW	MC04	77I	MC	A	0	0	0	0	0
<input type="checkbox"/>	05J09	3C	KO41	77I	MC	A	0	0	0	0	0
<input type="checkbox"/>	05J10	1D	EU04	77I	MC	A	0	0	0	0	0
<input type="checkbox"/>	06803	KE	WH02	WSD	DF	A	0	0	0	0	0

### 1.1.5 Muster Reports

If you wish to run a report containing an uninterrupted list of all your pending and completed UICs, simply choose the desired PAI UIC Muster Listing Report page or isolate the display to a certain search criteria by plugging it in the box next to the Search button (i.e., your UIC, PPA). The list can be populated in either MS Excel or MS Word.

**NOTE: For large lists of UICs, the report may take several minutes to generate. Please be patient!**



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**Army-Wide Personnel Asset Inventory**

PAI UIC Muster Listing Report  
Welcome: dennis.krull  
UIC Snapshot as of: 4/8/2007 11:00:10 AM


Search

☒ Exact phrase ☐ All words ☐ Any word

When searching by UIC, omit the 'W'. Click on the magnifying icon to perform advance search by unit hierarchy.

UIC Data							eMILPO Data		DTAS Data		ePAI	PAI Muster Data			
PPA	UIC	PSC	DMSL	DML	MACOM	Unit Status	Assigned	Attached	DTAS Assigned	DTAS Attached	Deviation	Mustered	Muster Date	Completion Date	Muster By
KD	W00101	MD13	704	AIC	AS	A	84	23	2	0	0	No			
LJ	W00102	FS26	704	AIC	AS	A	3	0	0	0	0	No			
KD	W00103	MD13	704	AIC	AS	A	10	0	0	0	0	No			
KD	W00104	MD13	704	AIC	AS	A	6	0	1	0	0	No			
KD	W00105	MD13	704	AIC	AS	A	0	0	0	0	0	Yes	2007/3/31	2007/3/31	dennis.

The magnifying glass icon is used for a more specific search. After clicking on the icon, the advance search page will appear and then enter the hierarchy (s) to search on. Then click on the “Search” button at the bottom of the page to execute the search. The UIC List will re-appear with the results of the search criteria.



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**Army-Wide Personnel Asset Inventory**

UIC Hierarchy Advanced Search

UIC	LIKE	<input type="text"/>
PPA	LIKE	<input type="text"/>
PSC	LIKE	<input type="text"/>
DML (DIST-MGT-LVL)	LIKE	<input type="text"/>
DMSL (DIST-MGT-SUB-LVL)	LIKE	<input type="text"/>
MACOM (UNIT-COMD-ASG)	LIKE	<input type="text"/>
PUD (PRNT-ORG-DSG)	LIKE	<input type="text"/>
PMAO (UNIT-PMA-OFF)	LIKE	<input type="text"/>
PMAE (UNIT-PMA-ENLD)	LIKE	<input type="text"/>
UNHST (UNIT-MSN-STAT)	LIKE	<input type="text"/>


### 1.1.5a ACOM PERCENTAGE REPORT

The below chart depicts the percentage completed by each ACOM. This chart should show 100% completion by end-month May for all ACOMs.

HOME | ABOUT US | CONTACT | ACTIVE | RESERVE | SRDC | MY RECORD | SEARCH | LOG OUT

#### Army-Wide Personnel Asset Inventory

MACOM Percentage Report  
Welcome: Gary Tanner



MACOM Code	MACOM Abbreviation	UIC Total	Completed	Percent
		1	0	0%
3A	3RD ARMY / US ARMY CENTRAL	1	1	100%
5A	5TH ARMY / US ARMY NORTH	35	20	57.14%
6A	6TH ARMY / US ARMY SOUTH	55	32	58.18%
AC	USACA	35	23	65.71%
AE	AAESA	330	244	73.94%
AJ		1	1	100%
AS	USA INTEL & SEC CMD	556	318	57.19%
AT	US ARMY TEST AND EVALUATION COMM	53	32	60.38%
B2		20	19	95%
B4		29	25	86.21%
B5		153	147	96.08%
B6		40	36	90%
B7		2	1	50%
B8		4	4	100%
B9		1	1	100%
BA	US ARMY INSTALLATION MANAGEMENT	709	522	73.62%


### 1.1.5b BCT PERCENTAGE REPORT

The below chart depicts the percentage completed by each BCT. This chart should show 100% completion by end-month May for all BCTs.

HOME | ABOUT US | CONTACT | ACTIVE | RESERVE | SRDC | MY RECORD | SEARCH | LOG OUT

#### Army-Wide Personnel Asset Inventory

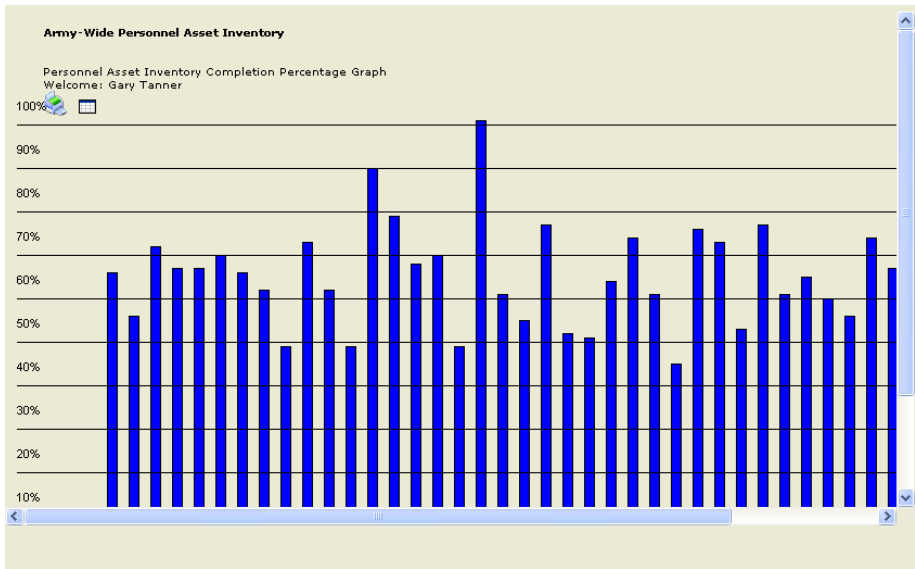
BCT Percentage Report  
Welcome: Gary Tanner



PSC Code	PSC Description	UIC Total	Completed	Percent
UA00	501ST STB, FT CAMPBELL, KY	46	34	73.91%
UA01	1ST BCT, 101ST, FT CAMPBELL, KY	87	55	63.22%
UA02	2D BCT, 101ST, FT CAMPBELL, KY	87	52	59.77%
UA03	3RD BCT, 101ST, FT CAMPBELL, KY	83	49	59.04%
UA04	4TH BCT, 101ST, FT CAMPBELL, KY	87	53	60.92%
UA05	101 AVN, 101ST, FT CMPBL, KY	84	48	57.14%
UA06	159TH AV, 101ST, FT CMPBL, KY	84	49	58.33%
UA07	101ST SUS BDE, FT CAMBL, KY	14	9	64.29%
UA08	4TH BCT, 25TH INF, FT RICHARDSON	90	45	50%
UA09	1BCT, FORT BRAGG	77	40	51.95%
UA10	2BCT, FORT BRAGG	80	38	47.5%
UA11	3BCT, FORT BRAGG	69	44	63.77%
UA12	4BCT, FORT BRAGG	44	12	27.27%
UA13	CAB, FORT BRAGG	88	46	52.27%
UA14	SUSTAINMENT BDE, FORT BRAGG	26	16	61.54%
UA15	DSTB, FORT BRAGG	45	34	75.56%
UA17	3RD SF GROUP, FORT BRAGG	295	274	92.88%
UA18	16TH MP BDE, FORT BRAGG	48	35	72.92%

### 1.1.5c PPA PERCENTAGE REPORT




The below graph depicts the percentage completed by each PPA. This chart should show 100% completion by end-month May for all PPAs.



To view this chart of raw data, click on the spreadsheet button. Clicking on the spreadsheet button on this chart will return to the graph.

**Army-Wide Personnel Asset Inventory**

PPA Percentage Report  
Welcome: Dennis Krull




PPA	UIC Total	Completed	Percent
	1	0	0%
1D	2991	1958	65%
3C	696	383	55%
3F	273	195	71%
3G	952	627	66%
4A	483	316	65%
5A	97	67	69%
AH	270	176	65%
AN	134	83	62%
KA	349	169	48%
KB	1208	876	73%
KC	263	161	61%
KD	658	319	48%
KE	651	581	89%
KF	877	688	78%
KG	619	413	67%
KH	412	283	69%
KJ	1413	686	49%


### 1.1.5d DTAS UIC LISTING / PERCENTAGE REPORT

The list below is similar to the PAI UIC Listing except it only displays UICs which have Soldiers assigned / attached in eMILPO and in DTAS.

**Army-Wide Personnel Asset Inventory**

DTAS UIC Muster Listing Report  
Welcome: dennis.krull UIC Snapshot as of: 4/6/2007 11:09:32 AM



☒ Exact phrase ☐ All words ☐ Any word



When searching by UIC, omit the 'W'. Click on the magnifying icon to perform advance search by unit hierarchy.

UIC Data							eMILPO Data		DTAS Data		ePAI	PAI Muster Data			
PPA	UIC	PSC	DMSL	DML	MACOM	Unit Status	Assigned	Attached	DTAS Assigned	DTAS Attached	Deviation	Mustered	Muster Date	Completion Date	Mustered By
KD	W00101	MD13	704	AIC	AS	A	84	23	2	0	0	No			
KD	W00104	MD13	704	AIC	AS	A	6	0	1	0	0	No			
AH	W0U91C	TD25	1AB	THS	TC	A	192	64	1	1	0	No			
LM	W0U91E	TD17	1AB	THS	TC	A	0	222	0	2	0	No			
LM	W0U91F	TD17	1AB	THS	TC	A	1373	561	1	0	0	No			
LM	W0U950	TD17	ATC	TNG	TC	A	1	0	1	0	0	No			
LM	W0U982	TD17	1AB	THS	TC	A	0	58	0	2	0	No			
LM	W0U984	TD17	ATC	TNG	TC	A	105	1	1	0	0	No			
LM	W0U92E	TD17	ATC	TNG	TC	A	226	26	9	2	0	No			
LM	W0U92H	TD17	1AB	TNG	TC	A	51	3	1	0	0	No			

The below chart depicts the percentage completed by units in DTAS. All areas on this chart should show 100% completion by end-month May for Theater units. The total number of UICs in this report can be in multiple areas.

**Army-Wide Personnel Asset Inventory**

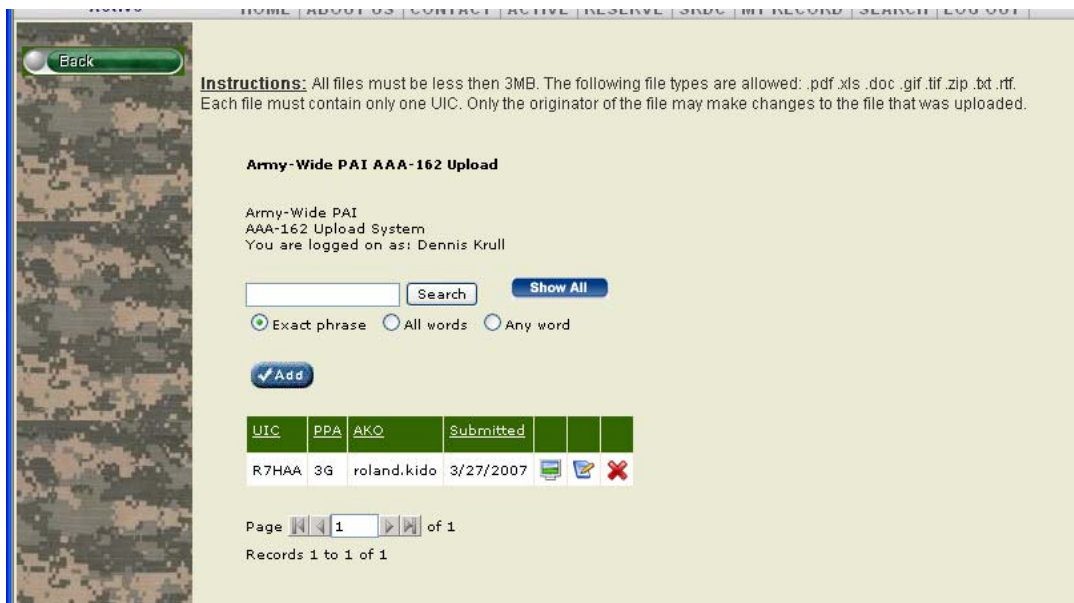
PAI Theater Percentage Report

Area Code	Total UICs	Completed	Percent
1	3045	33	1.0837%
2	1047	25	2.3878%
3	1445	17	1.1765%
4	59	0	0%
5	4	0	0%
6	51	0	0%
7	241	9	3.7344%
8	34	0	0%
9	1	0	0%
<b>Total</b>	<b>5927</b>	<b>84</b>	<b>1.4172%</b>

### 1.1.6 REPORT UPLOAD PAGE

The page below is used for uploading a AAA-162/PAI UIC List to the web-site for geographically displaced units. The parent unit will then download the file to reconcile and validate the UIC. The file must be less than 3MB and only one UIC per file.



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**Instructions:** All files must be less than 3MB. The following file types are allowed: .pdf .xls .doc .gif .tif .zip .bt .rtf. Each file must contain only one UIC. Only the originator of the file may make changes to the file that was uploaded.

**Army-Wide PAI AAA-162 Upload**

Army-Wide PAI  
AAA-162 Upload System  
You are logged on as: Dennis Krull

[Search](#) [Show All](#)

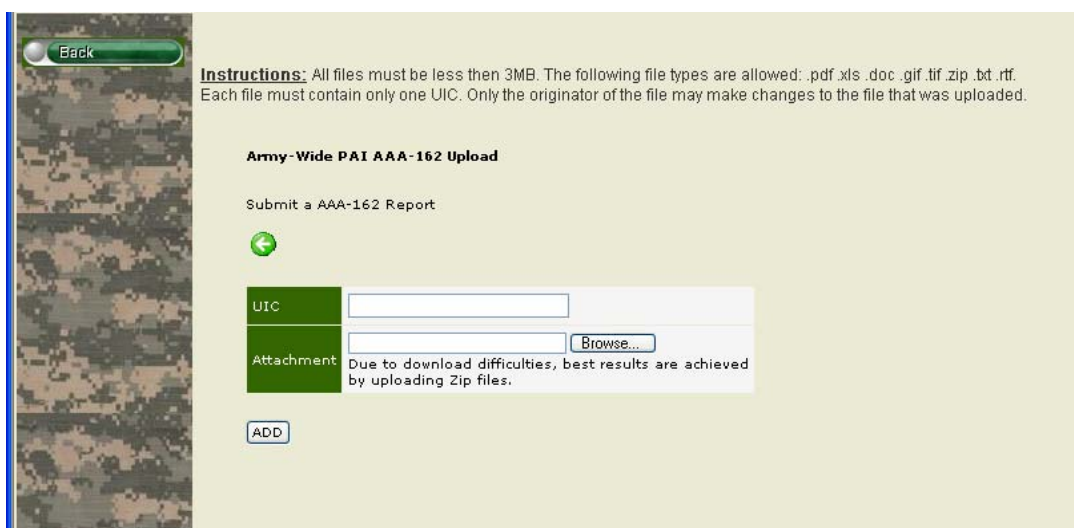
☒ Exact phrase ☐ All words ☐ Any word

[Add](#)

UIC	PPA	AKO	Submitted			
R7HAA	3G	roland.kido	3/27/2007			

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Records 1 to 1 of 1

The file can be stored anywhere on the users PC. Click on “ADD” to add a UIC from the users PC. Only the user who uploaded the file can edit/delete the uploaded file.



[Back](#)

**Instructions:** All files must be less than 3MB. The following file types are allowed: .pdf .xls .doc .gif .tif .zip .bt .rtf. Each file must contain only one UIC. Only the originator of the file may make changes to the file that was uploaded.

**Army-Wide PAI AAA-162 Upload**

Submit a AAA-162 Report

UIC

Attachment  [Browse...](#)

Due to download difficulties, best results are achieved by uploading Zip files.

[ADD](#)